

Department Of Correction**JOB INFORMATION**

Official Title: **Student Intern**

Salary: **Unpaid**

Internship Track: **Fiscal Services**

Position Type: **Internship**

Number of Vacancies: **1**

Full-Time/Part-Time: **Flexible
TBD between DOC and intern**

Posting ID: 036

Location: **Fiscal – Concord, MA
Bldg. #26 – 2nd Floor**

Duration: **Full semester**

Position Description: **This position would assist various positions in the Fiscal Department as required; and would report to the Accounts Payable Supervisor. This Fiscal Department is responsible for all payments, orders and contracts for 8 correctional facilities.**

Responsibilities/Major Duties: **Assist Accountants with their job duties; which will include: posting payments to various spreadsheets, balancing accounts and various spreadsheets, completing input forms, preparing orders, faxing, typing and misc office duties as requested.**

Preferred Qualifications: **Applicant should be conscientious, detail oriented and enjoy accounting. The right applicant will be open-minded and willing to learn new things. Applicant should have experience with MS Word, MS Excel and MS Access. A general understanding of the rules, regulations, policy and procedures governing the Department of Correction is preferred.**

How to apply:**Mail cover letter and resume to:**

Alexandra McInnis, Director of Personnel
Division of Human Resources
P.O. Box 946
Norfolk, MA 02056
Fax: (508) 850-5217

For additional information or questions, please contact:

Jim O’Gara at (508)850-7874 or email at JMOgara@doc.state.ma.us
William Ramos at (508) 850-7783 or email at WFRamos@doc.state.ma.us

Agency Web Address: <http://www.mass.gov/doc/>

**An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**